

Washington State Auditor's Office

Audit Report

Asotin Conservation District Asotin County

Audit Period
January 1, 1998 through December 31, 2000

Report No. 62718

Issue Date
October 19, 2001



Washington _____
State Auditor

Brian Sonntag

Audit Summary

**Asotin Conservation District
Asotin County
January 1, 1998 through December 31, 2000**

ABOUT THE AUDIT

This report contains the results of our three-year independent audit of the Asotin Conservation District for the period January 1, 1998, through December 31, 2000.

We performed audit procedures to determine whether the District complied with state laws and regulations and its own policies and procedures. We also audited the financial statements and evaluated the internal controls established by District management. Our work focused on specific areas that had potential for abuse or misuse of public resources.

RESULTS

The District complied with state laws and regulations and its own policies and procedures in the areas we examined. The District's financial statements were also complete and accurate.

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Description of the District

Asotin Conservation District Asotin County January 1, 1998 through December 31, 2000

ABOUT THE DISTRICT

The Asotin Conservation District was established in June 1940 and is governed by a five-member Board of which three members are elected and two are appointed. The District is largely dependent on state grants and in 1998, 1999 and 2000, had total revenues of \$462,613, \$384,386 and \$531,450, respectively. The District provides conservation and educational services to the general public.

ELECTED/APPOINTED OFFICIALS

These officials served during the audit period:

Board of Supervisors:

Chairman	Keith Ausman, Elected
Vice Chairman	Jay Holzmilller, Appointed
Auditor	Larry Reeves, Elected
Secretary	Cheryl Harlow, Appointed
	Dallas Dodd, Elected

Note: Dallas Dodd resigned in April 1998 and was replaced by Brit Ausman. Brit Ausman resigned March 1999 and was replaced by Don Dotson. Don Dotson resigned October 1999 and was replaced by Brit Ausman. Cheryl Harlow's term expired in March 1999 and was replaced by Jerry Hendrickson.

ADDRESS

District	Suite B 720 6 th Street Clarkston, WA 99403 (509) 758-8012 Fax: (509) 758-7533
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Audit Areas Examined

Asotin Conservation District Asotin County January 1, 1998 through December 31, 2000

In keeping with general auditing practices, we do not examine every portion of the Asotin Conservation District's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the District were examined during this audit period:

LEGAL COMPLIANCE

We audited the following areas for compliance with certain applicable state and local laws and regulations:

- Open Public Meetings Act
- Travel reimbursements
- Legal and supported payments
- Conflict of interest
- Contracts and agreements
- Insurance and bonding

INTERNAL CONTROL

We evaluated the following areas of the District's internal control structure:

- Cash disbursements
- Payroll
- Cash receipts

FINANCIAL AREAS

In addition to the financial-related work listed in other categories, we audited the following areas:

- Cash and investments
- Overall presentation of the financial statements
- Expenditures
- Revenues

Audit Overview

Asotin Conservation District Asotin County January 1, 1998 through December 31, 2000

AUDIT HISTORY

We audit the Asotin Conservation District once every three years. There were no findings issued during the last audit. We believe this reflects the District's commitment to maintain a strong financial system.

CONCLUSIONS

In the areas examined, we found the District complied with state laws and regulations, its own policies, procedures and requirements. We also found the District's financial statements were complete and accurate.

District officials and personnel made great efforts to ensure that the accounting records were in good order and effective internal control procedures were established and followed.

We thank District officials and personnel for their assistance and cooperation during the audit.

Independent Auditor's Report on Compliance with State Laws and Regulations

Asotin Conservation District Asotin County January 1, 1998 through December 31, 2000

Chairman of the Board
Asotin Conservation District
Clarkston, Washington

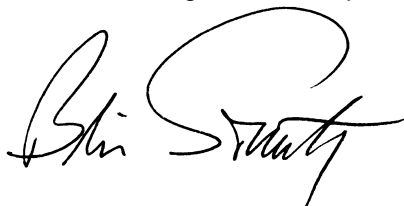
We have audited the financial statements of the Asotin Conservation District, Asotin County, Washington, as of and for the years ended December 31, 2000, 1999 and 1998, and have issued our report thereon dated May 1, 2001.

We also performed tests of compliance with state laws and regulations as required by *Revised Code of Washington* (RCW) 43.09.260. This statute requires the State Auditor to inquire as to whether the District complied with the laws and the *Constitution of the State of Washington*, its own ordinances and orders, and the requirements of the State Auditor's Office.

Compliance with these requirements is the responsibility of the District's management. Our responsibility is to make a reasonable effort to identify any instances of misfeasance, malfeasance or nonfeasance in office on the part of any public officer or employee and to report any such instance to the management of the District and to the Attorney General. However, the objective of our audit of the financial statements was not to provide an overall opinion on compliance with these requirements. Accordingly, we do not express such an opinion.

The results of our tests indicated that, with respect to the items tested, the District complied, in all material respects, with the applicable laws and regulations referred to in the preceding paragraphs. With respect to items not tested, nothing came to our attention that caused us to believe that the District had not complied, in all material respects, with those provisions.

This report is intended for the information of the audit committee, management, and the Chairman of the Board and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



BRIAN SONNTAG, CGFM
STATE AUDITOR

May 1, 2001

Independent Auditor's Report on Financial Statements

Asotin Conservation District Asotin County January 1, 1998 through December 31, 2000

Chairman of the Board
Asotin Conservation District
Clarkston, Washington

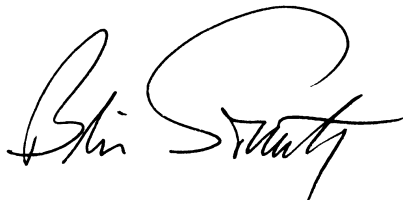
We have audited the accompanying financial statements of the Asotin Conservation District, Asotin County, Washington, for the years ended December 31, 2000, 1999 and 1998. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1 to the financial statements, the District prepares its financial statements on the cash basis of accounting that demonstrates compliance with Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the recognized revenues and expenditures of the funds of the Asotin Conservation District for the years ended December 31, 2000, 1999 and 1998, on the cash basis of accounting described in Note 1.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedules of State Financial Assistance are presented for purposes of additional analysis. These schedules are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented, in all material respects, in relation to the financial statements taken as a whole.



BRIAN SONNTAG, CGFM
STATE AUDITOR

May 1, 2001

Financial Statements

**Asotin Conservation District
Asotin County
January 1, 1998 through December 31, 2000**

FINANCIAL STATEMENTS

Resources and Uses Arising from Cash Transactions – 2000
Resources and Uses Arising from Cash Transactions – 1999
Resources and Uses Arising from Cash Transactions – 1998
Notes to Financial Statements – 2000, 1999 and 1998

ADDITIONAL INFORMATION

Schedule of State Financial Assistance – 2000
Schedule of State Financial Assistance – 1999
Schedule of State Financial Assistance – 1998